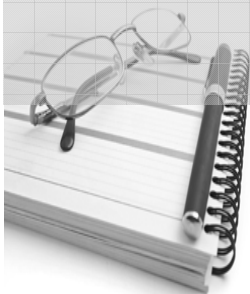


## Chapter 1



# Introducing AASIS

# Course Map

**Introducing AASIS**

Logging On and Off AASIS

Understanding the AASIS Window

Navigating Through AASIS

User Personalization of AASIS

Entering and Saving Data

Working with Multiple Sessions

Employee Self Service (ESS)

# What is AASIS?



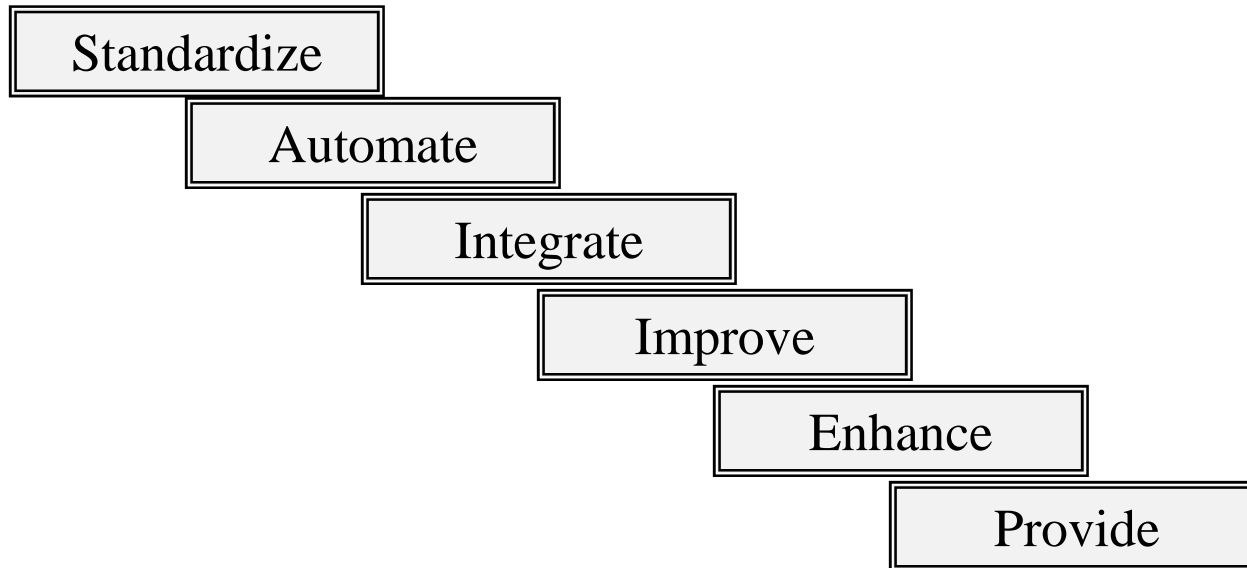
**AASIS – Arkansas Administrative Statewide Information System** is a business application software system that integrates the State's core business functions in a seamless and efficient manner.

The State's software system is a total Enterprise Resource Planning (ERP) solution purchased from SAP.

The basic SAP system is specifically configured to carry out the business processes of Arkansas State Government.

The configured SAP system is called **AASIS**.

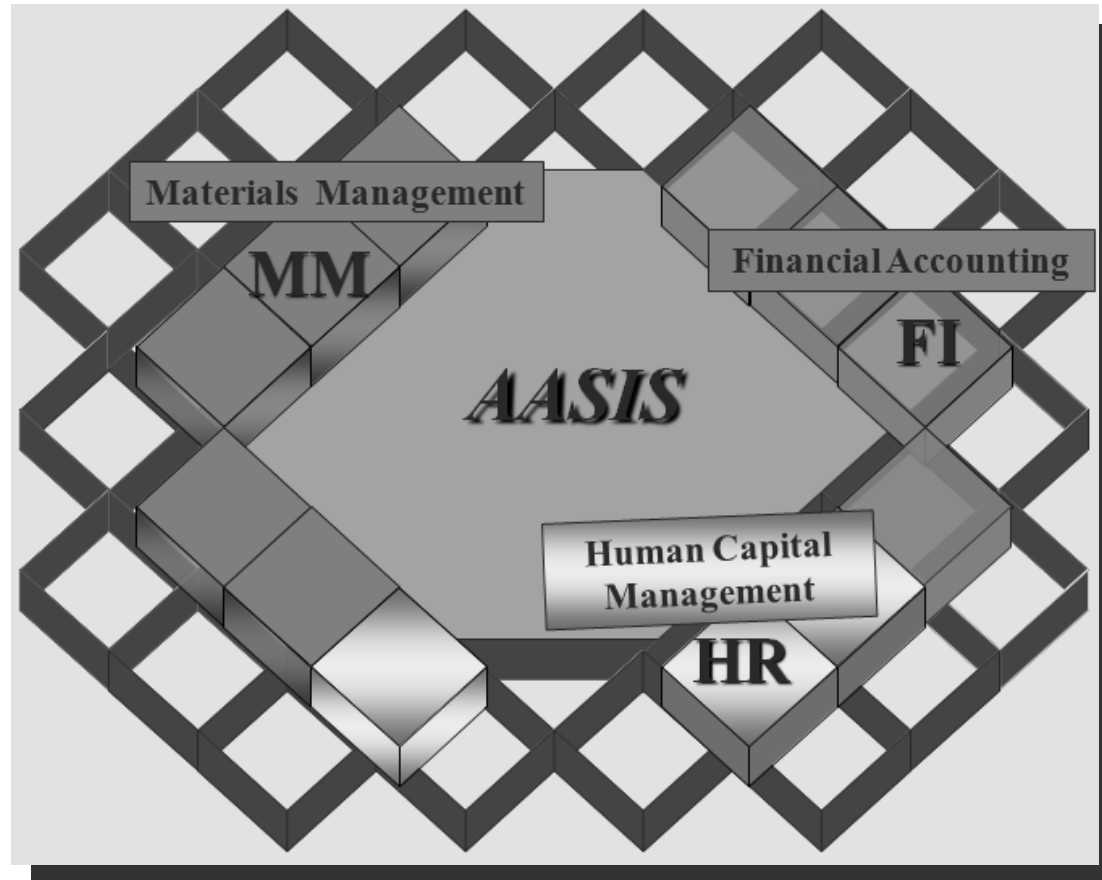
# Strategic Objectives of AASIS



## **The Strategic Objectives of AASIS are to:**

- Standardize, integrate and streamline the administrative functions of Arkansas State Government
- Automate many manual functions, such as time recording and purchasing.
- Integrate business processes and reduce redundant data
- Improve financial controls
- Enhance the value and availability of information provided to State agency executives, the Governor, the Legislature, State employees and the people of Arkansas
- Provide enhanced reporting capabilities for the State's decision makers

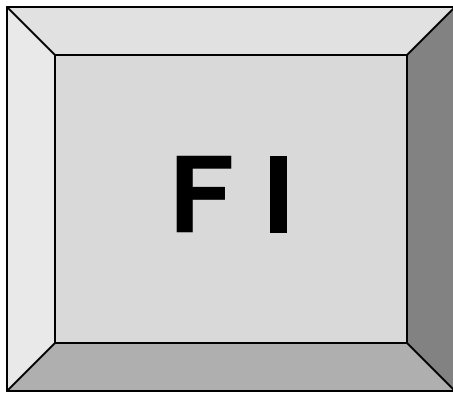
# The AASIS Core Applications



## The Core Applications for AASIS include:

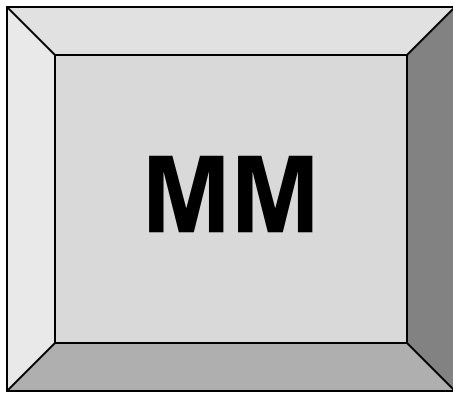
- Financial Accounting (FI)
- Materials Management (MM)
- Human Capital Management (HCM)

# The AASIS FI Modules



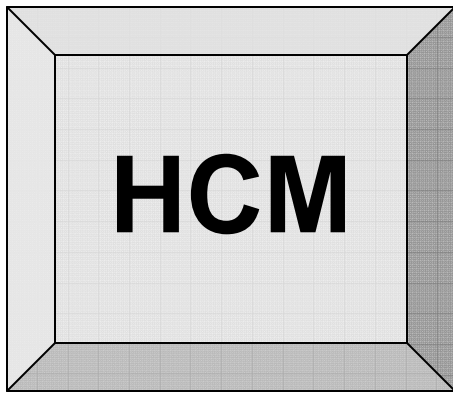
- General Ledger
- Accounts Receivable
- Accounts Payable
- Banks
- Fixed Assets
- Special Purpose Ledger
- Funds Management
- Controlling
- Projects System

# The AASIS MM Modules



- Inventory
- Logistics Invoice Verification
- Purchasing

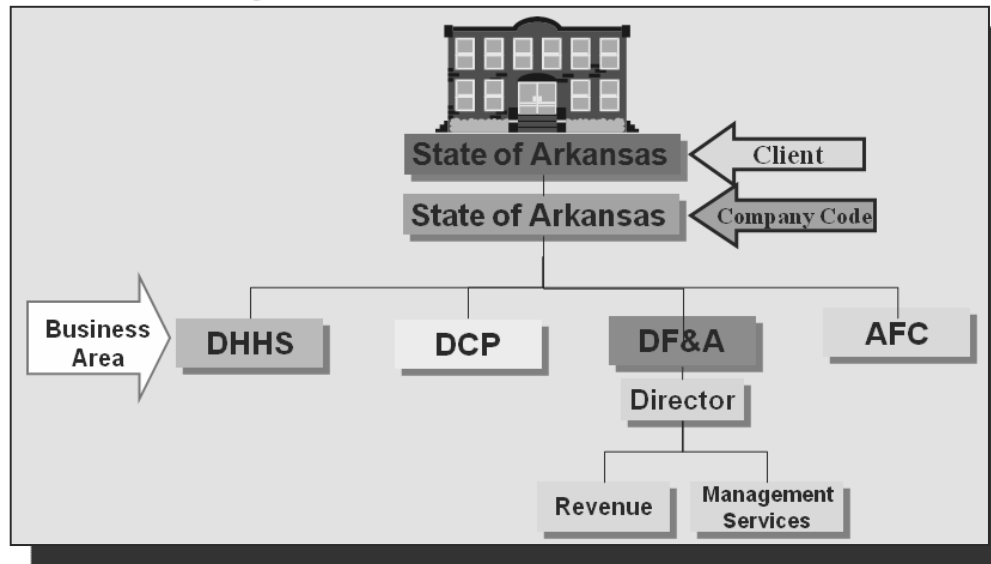
# The AASIS HCM Modules



- Personnel Administration
- Time Management
- Organizational Management
- Benefits
- Training and Events
- Payroll
- Compensation Management



# The Organizational Model



AASIS is designed to track Financial, Human Capital Management and Procurement information on a statewide basis.

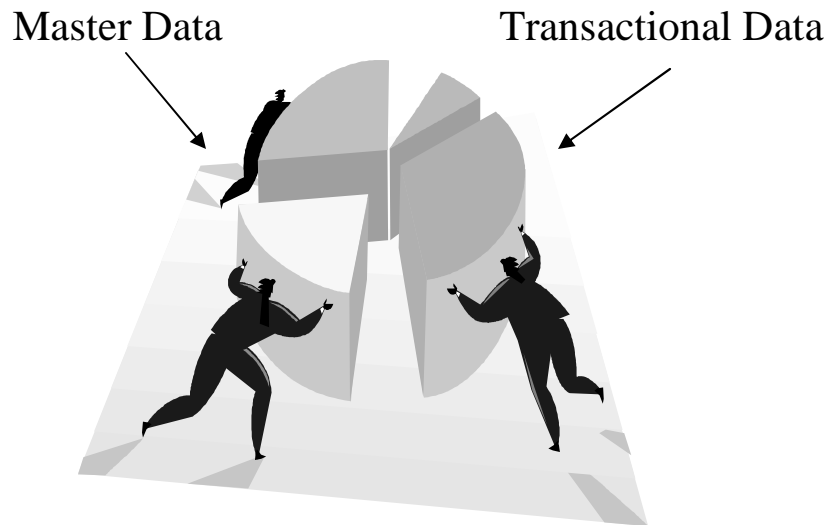
In order to properly manage information on both agency and statewide levels, the AASIS design follows a specialized Organizational Model. This Organizational Model represents the overall Financial and Human Capital Management structure of the state.

As you enter data into AASIS, you will be required to provide the Company Code, Business Area and Organizational Unit Information. All of this data is structured in a hierarchical arrangement.

The hierarchy is arranged by individual state agencies. Each agency is then represented by a code, called the business area. Within each business area, there may be additional offices that further separate into individual silos using an organizational unit or Personnel area.

- **Company Code** - A legally independent unit within a Client with a balanced set of financial books. It is the central unit in Financial Accounting. In AASIS, there is only one Company Code, the State of Arkansas.
- **Business Area** - A separate unit within a Company Code for which financial accounting transactions are recorded. Each agency is represented by a separate Business Area in AASIS. (i.e. 0610, 0710)

# How AASIS Manages Data



All information entered into AASIS is stored in a centralized database.

All functions are linked to this database to ensure data consistency and integrity for the State. This is to ensure that all agencies access the same information and help eliminate data redundancy.

There are two types of data within AASIS:

- Master Data
- Transactional Data

**Master Data** is the backbone of AASIS. It represents core sources of information that will remain relatively constant over an extended period of time.

**Transactional Data** is the unique record(s) the system creates as a transaction or process performed in the system.

# How AASIS Manages Data

Master Data



## ■ Master Data

- **Personnel Information**
  - Name, Address
  - Withholding information, wages
- **Material**
  - Description, Unit of Measure
- **Vendor**
  - Name, Address, Billing information
- **General Ledger Accounts**
  - Payables, Expenses

**Master Data** provides default information for transactions and is used by all modules within AASIS.

Once Master Data is created, it is held in the system and acts as a reference for subsequent activities. When transactions, such as time entry or payroll are processed, the system reads Master Data Records as a part of the business process.

An example of Master Data is an unique personnel number, name, address, pay grade and withholding information of an employee.

# How AASIS Manages Data



## ■ Transactional Data

- Withholding Amounts
- Gross / Net Wages
- Document Dates
- Document Numbers
- Document Values
- Posting Dates

**Transaction** is the performing of an action or process at a task level. The transaction references Master Data to ensure consistency and integrity.

**Transactional Data** is a record created as a result of a transaction or process being completed. For example, during payroll processing, the system accesses Master Data for the employee's personnel number, name, address, withholding information, and pay grade. (Transactional data created in an earlier process is also accessed, such as the number of hours worked for the pay period from the Time Entry process.) Using this data, the system then calculates the gross and net wages. Internal documents are created for account posting and the date of the action is recorded.